



## PROTECT YOUR INVESTMENT

Whether you are paying rent or a mortgage, your home is usually your biggest investment each month. It can also be your biggest liability if you don't follow the rules.

**Check before you clear.** To protect our drinking and surface waters, East Hampton has strict clearing restrictions. Before you clear, check with the Natural Resources or Building departments to make sure your plans comply.

**Obtain the proper permits.** Doing renovation work or adding an addition can increase the value of your home. Before beginning any project, check with the Building and Planning departments to ensure you have the proper permits.

**Secure a Certificate of Occupancy.** After completing your building project, make sure you have your final inspection and secure your Certificate of Occupancy. It is illegal to use the new space until you have received your Certificate of Occupancy.



**IN THE EVENT OF A POLICE, FIRE OR  
MEDICAL EMERGENCY,  
CALL 911**

**EAST HAMPTON TOWN POLICE  
(NON EMERGENCY)  
631-537-7575**

**OTHER IMPORTANT  
EAST HAMPTON TOWN NUMBERS**

**CODE ENFORCEMENT  
631-324-3858**

**BUILDING DEPARTMENT  
631-324-4145**

**FIRE PREVENTION  
631-329-3473**

**NATURAL RESOURCES DEPARTMENT  
631-324-0496**

**HIGHWAY DEPARTMENT  
631-324-0925**

**AIRPLANE NOISE COMPLAINT HOTLINE  
800-376-4817**

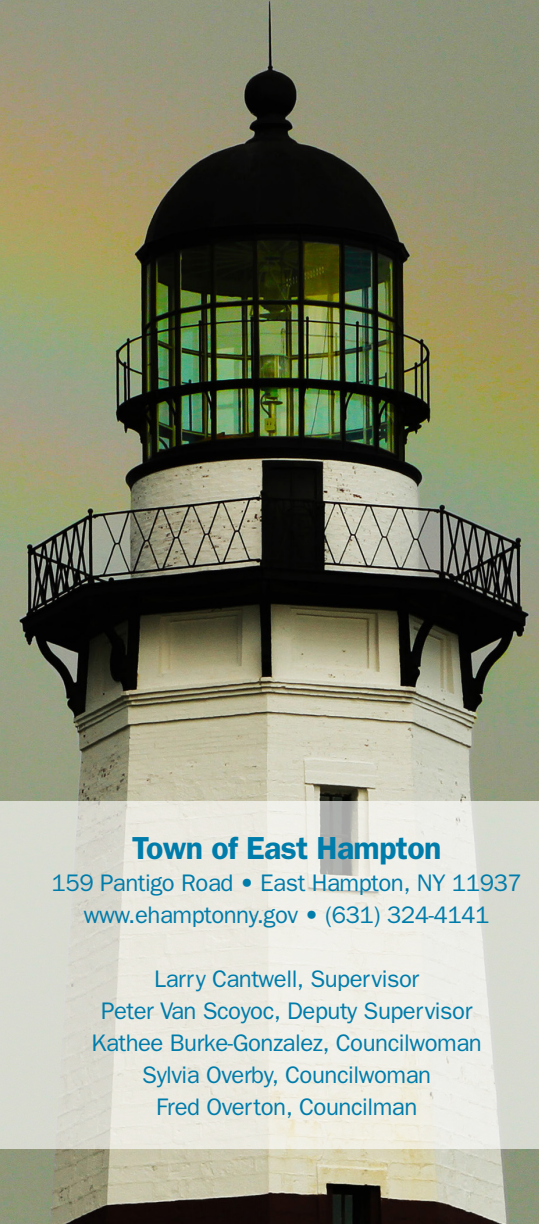


**This brochure is available in Spanish at  
[www.eshamptonny.gov](http://www.eshamptonny.gov)**

**Este folleto esta disponible en español en  
[www.eshamptonny.gov](http://www.eshamptonny.gov)**

Photos: Dell Cullum

**PROTECT  
YOUR FAMILY  
PROTECT  
YOUR COMMUNITY  
PROTECT  
YOUR INVESTMENT**



### **Town of East Hampton**

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**Larry Cantwell, Supervisor  
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Sylvia Overby, Councilwoman  
Fred Overton, Councilman**



## PROTECT YOUR FAMILY

Whether you just moved into your first home, are starting your summer rental, or are visiting for a weekend, there are some simple safety checks you should make immediately around your home to protect your family. Remember, accidents don't take vacations.

**Fire Safety.** Home fires can start and spread quickly, which is why we all need to be careful and educated when it comes to fire safety. Just a little planning can make a big difference for your family.

- Check that all sleeping areas have working smoke detectors and that each level of the building has a carbon monoxide detector.
- Make sure that all sleeping areas have at least two ways to exit the room in the event of an emergency.
- Replace the batteries in your smoke and carbon monoxide detectors twice a year.
- Never leave a fire unattended. Make sure that your fireplace and/or wood-burning stove is properly screened or enclosed.
- Properly mark your home's electrical panel.
- Basement living space poses greater risks in the event of an emergency. Basement living space must have proper alternative egress and all necessary Town permits.
- Should you have questions or concerns, call the East Hampton Town Fire Marshals and/or Code Enforcement departments. They will gladly answer your questions.

**Pool Safety.** Drowning is the leading cause of death for children under 5 and can happen quickly and quietly in as little as 6 inches of water.

- Always watch your children when they are in or near a pool or spa.
- Make sure all pool fences are at least 4 feet high and that all pool gates are self closing, self latching, and lockable.
- Pools are required to have surface-monitoring alarms pursuant to New York State Law. Make sure the pool is in compliance.
- All doors leading to the pool area must have audible alarms that cannot be silenced.

**Beach Safety.** Debris left behind from beach fires, including items such as nails, wire, broken glass and hot smoldering coals creates a safety hazard for folks using the beach.

- Beach fires must be in a metal container, using clean wood (no pallets or nails).
- A 2-gallon bucket of water must be within 10 feet of the fire.
- Beach fires must be more than 50 feet from beach grass.
- No fires are allowed after midnight.

## PROTECT YOUR COMMUNITY

While there has been a long standing tradition for members of our community to rent their homes, a balance needs to be struck between the needs of property owners and the needs of the community. To this end, the Town of East Hampton has launched a Rental Registry.

**Register your rental property.** The Rental Registry is specifically designed to identify which residential properties in the Town are being used as rental properties. Whether property owners rent their residential property by the week, month, season, or year, they are required to register their rental properties with the Town.

Registering a rental property is a simple process that requires filing a signed and notarized application form with the Building Department and having a Certificate of Occupancy. The application calls for you to provide:

- The property owner's name, address, and telephone number
- The address and tax map number of the rental property
- The number of rooms in the rental property (excluding bathrooms)
- The number and square footage (excluding closets) of each bedroom
- A Self-Inspection Checklist making sure the property has the basic safety features

If you are a landlord or tenant, it is your responsibility to make sure your rental property has a Rental Registry Number. Rental registration forms and instructions are available from the Building Department or at: [www.ehamptonny.gov](http://www.ehamptonny.gov).

**When it comes to protecting our neighborhoods, be considerate of the following:**

**Excessive Noise.** Controlling your dog's barking, not playing loud music, and restricting outdoor noise during nighttime hours is not just common courtesy; it's the law!

**Single Family Occupancy.** Unless you have one of the very few legal multifamily homes, zoning requires that your home can only be occupied as a Single Family Occupancy. This means you are limited to having no more than four unrelated persons residing at the premises at any one time, or you must meet the definition of "functional equivalent of family," as determined by the Building Department.

**Share Houses.** Share houses—use arrangements in which individuals obtain rights of occupancy in individual bedrooms, whether or not specifically identified, or rights to occupy all or part of a residence on particular days of the week, specifically weekends—are illegal. They degrade the quality of life in neighborhoods and cause wastewater, noise, and parking issues.

**Overcrowding.** For the safety of not only the occupants of a home, but the community at large, there are strict limits on how many people may occupy any bedroom. A bedroom occupied by one person must have a minimum of 70 square feet. A bedroom occupied by two persons must have a minimum of 100 square feet. For each additional bedroom occupant, there must be an additional minimum of 50 square feet.

**Short-Term Rentals/Excessive Turnover.** It is illegal to rent a property for less than two weeks more than twice in a six-month period.

**Parking.** No more than four motor vehicles may park overnight at any rental property.